

DISTRIBUTION OF EMERGENCY SUPPLIES TEAM LEADER

RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Distribution of Emergency Supplies (DES) Team Leader manages fixed or mobile emergency supply distribution activities
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none">1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Drive-Through or Pedestrian Point of Distribution Team or Mobile Distribution Team).2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment3. Requestor may specify any additional qualifications necessary based on incident complexity and needs

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

Superseded

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COMPONENT	TYPE 1	TYPE 2	NOTES
DESCRIPTION	A Type 1 DES Team Leader has overall responsibility for managing distribution activities, whether fixed or mobile, to support an affected population of up to 20,000 people per day	<p>A Type 2 DES Team Leader leads and has overall responsibility for managing distribution activities of a Mobile Distribution, Pedestrian Point of Distribution (POD), or Drive-Through POD Team, to support an affected population of up to 10,000 people per day and:</p> <ol style="list-style-type: none"> 1. Establishes and maintains the team's safety and security standards, proper command and control, and internal and external communications 2. Supervises and directs operations, including loading, unloading, distribution, and resupplying commodities, in an orderly, efficient, and safe manner 3. Maintains accountability for all commodities received, on hand, and distributed 4. Ensures equipment's inspection, maintenance, and safe use 5. Coordinates site operations with the DES Task Force and the Donations Coordination Task Force 6. Communicates and coordinates with the Public Information Officer (PIO) or External Affairs Representative and the Logistics Section <p>When working in a mobile distribution setting:</p> <ol style="list-style-type: none"> 1. Plans mobile delivery routes based on population density, geography, distance between affected populations, delivery vehicle availability, staff availability, and vehicle load capacity 2. Supervises and directs operations such as resupply, traffic flow, and security 3. Ensures each team of distribution workers includes at least one person with a license and authorization to drive the designated vehicle 	Not Specified
EDUCATION	Not Specified	Not Specified	Not Specified
TRAINING	<p>Same as Type 2, PLUS:</p> <ol style="list-style-type: none"> 1. IS-27 Orientation to FEMA Logistics 2. IS-405: Overview of Mass Care/Emergency Assistance 3. IS-703: NIMS Resource Management 	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-26: Guide to Points of Distribution, or equivalent 2. IS-100: Introduction to the Incident Command System, ICS-100 3. IS-200: Basic Incident Command System for Initial Response, ICS-200 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 	Not Specified

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COMPONENT	TYPE 1	TYPE 2	NOTES
EXPERIENCE	Same as Type 2, PLUS: 1. Conducts staff meetings, delegates tasks, and communicates instructions 2. Understands the emergency distribution role during declared disasters	Knowledge, Skills, and Abilities: 1. Communicates effectively, both verbally and in writing 2. Manages diverse supply operations with workers that may include volunteers and employees 3. Manages multiple priorities and tasks simultaneously 4. Tracks commodities received, on hand, and distributed 5. Maintains industry workplace safety practices and conducts routine inspections of site equipment	Not Specified
PHYSICAL/MEDICAL FITNESS	Same as Type 2	1. Moderate 2. Is able to lift up to 50 pounds (lbs.)	The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified	Not Specified

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NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, National Incident Management System (NIMS), October 2017
2. FEMA, NIMS 508: Distribution of Emergency Supplies Task Force
3. FEMA, NIMS 509: Distribution of Emergency Supplies Task Force Leader
4. FEMA, NIMS 508: Donated Goods Warehouse Management Team
5. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader
6. FEMA, NIMS 508: Donations Coordination Task Force
7. FEMA, NIMS 509: Donations Coordination Task Force Leader
8. FEMA, NIMS 509: Donations Specialist
9. FEMA, NIMS 508: Drive-Through Point of Distribution Team
10. FEMA, NIMS 508: Pedestrian Point of Distribution Team
11. FEMA, NIMS 509: Mass Care Specialist
12. FEMA, NIMS 508: Mobile Distribution Team
13. FEMA, NIMS 509: State Mass Care Coordinator
14. FEMA, NIMS 509: Volunteer Agency Liaison
15. FEMA, National Incident Management System (NIMS), October 2017
16. FEMA, NIMS Guideline for the National Qualification System (NQS), November 2017
17. FEMA, National Response Framework, June 2016
18. FEMA and United States Army Corps of Engineers (USACE), Guide to Points of Distribution, January 2009
19. American Red Cross, Bulk Distribution Handbook, 2013
20. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.178(l): Powered Industrial Trucks, latest edition adopted
21. USACE, Local Distribution Point Planning for Commodities, June 2005

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